



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
851 WRIGHT AVENUE, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

IMPC-HI-ZA

7 SEP 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum USAG-HI-18, Disbursement of Recycling Funds

1. References.

- a. Army Regulation (AR) 420-1, Army Facilities Management, 12 February 2008.
- b. Department of Defense Instruction (DODI) 4715.4, 18 June 1996, with change 1 dated 6 July 1998.
- c. Department of Defense (DOD) 7000.14-R, DoD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures, May 2010.

2. Applicability. This policy applies to all Directorates and tenant activities contributing to the United States Army Garrison, Hawaii (USAG-HI) Recycling Program.

3. Policy.

a. This policy describes procedures used to disburse funds collected from the sale of recyclable materials – Account F3875.

b. Proceeds in this account are generated through the sale of recyclable materials from all sources on USAG-HI installations, including the Army Recycling Center on Schofield Barracks. Collectively, all of these programs comprise of the USAG-HI Qualifying Recycling Program (QRP).

c. In accordance with the above references, disbursements will be made in the following order and manner.

(1) Operations, Maintenance, and Overhead. Proceeds will be used to reimburse the Garrison for costs incurred by the Garrison in operating and maintaining the QRP including the cost of any equipment purchased for recycling purposes. Requests for funds transfers and equipment purchases associated with the operations and maintenance of the QRP will be submitted by the USAG-HI Recycling Program Manager through the Director of Public Works (DPW) to the Resource Management Office (RMO). These disbursements for routine operating costs will be reported to the Garrison Commander within the minutes of the next Recycling Review Panel (RRP) meeting.

(2) Special Projects. If after such funds are credited and a balance remains available, not more than 50 percent of that balance may be used for pollution abatement, energy conservation and occupational safety and health projects. The cost of any such project may not exceed 50 percent of the maximum amount for a minor construction project. Requesting activities must include a description of the proposed project, time duration, total costs, and benefits of implementing the project (describe anticipated revenues, savings/cost avoidance, and/or payback period). Submit proposals to USAG-HI, DPW, ATTN: IMPC-HI-PWE, 947 Wright Avenue, Wheeler Army Airfield, Schofield Barracks, Hawaii 96957-5013. Projects will be reviewed and evaluated by the RRP and recommendations forwarded for approval through the DPW to the Commander, USAG-HI, via minutes of the RRP meeting.

(3) Installation Morale, Welfare, and Recreation Fund (IMWRF). Any remaining proceeds may be transferred to the IMWRF, a non-appropriated fund. Requests for transfer of the remaining balance to the IMWRF will be reviewed and evaluated by the RRP and recommendations forwarded for approval through the Director of Public Works to the Commander, USAG-HI, via minutes of the RRP meetings.

d. The RRP will consist of Directorates and tenant organizations that are major generators of recyclable materials in the QRP as demonstrated through data submitted via the Solid Waste Annual Report (SWAR) to the Environmental Division, DPW. Typically, the following organizations comprise the RRP and are invited to send one voting member as a representative:

- (1) DPW (USAG-HI Recycling Program Manager)
- (2) Directorate of Logistics
- (3) Directorate of Family and Morale, Welfare and Recreation
- (4) 25th Infantry Division
- (5) 8th Theater Sustainment Command
- (6) 311th Theater Signal Command
- (7) 94th Army Air Missile Defense Command
- (8) 196th Infantry Brigade
- (9) 500th Military Intelligence Brigade
- (10) 9th Mission Support Command

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(11) Army Hawaii Family Housing

(12) Army and Air Force Exchange Service

e. The RMO, USAG-HI, or its representative, will also be invited to RRP meetings and advise the RRP on financial matters. While not a major generator of recyclable materials, and therefore, not normally a voting member, in case of tie votes, the RMO representative will cast the tie-breaking vote.

f. The USAG-HI Recycling Program Manager will chair the RRP. The RRP will meet at least once a year at the call of the chairperson or more often as needed. Primary responsibilities of the RRP are to:

(1) Review and vote on all submitted requests for special projects as defined in paragraph 3.c.(2) above.

(2) Help identify new recycling initiatives and promote existing recycling efforts within their organization by setting the example and encouraging participation.

(3) Perform any additional responsibilities as defined during RRP meetings.

g. Timelines. Reimbursements to the O&M account will be effected by the RMO upon approval by the DPW for the cost of operating the recycling program. Special Project disbursements/transfers to the IMWRF will be effected by the RMO upon approval by the Garrison Commander of specific recommendations as contained in the minutes of RRP meetings.

4. This policy supersedes Policy Memorandum USAG-HI-18, SAB, dated 31 Jul 08 and remains in effect until cancelled or superseded in writing.

5. Point of contact for this action is the P2/Solid Waste/Recycling Program Manager, Compliance Branch, Environmental Division, DPW at 656-5411.



DOUGLAS S. MULBURY
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Commanding

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(CONT)

Dir, RMO

Cdr, 25th ID

Cdr, 8th TSC

Cdr, 94th AAMDC

Cdr, 311th TSC

Cdr, 500th MI BDE

Cdr, 9th MSC

Ch, Army Hawaii Family Housing

Mgr, Army & Air Force Exchange Service